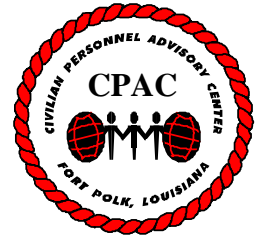




JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341



“A Return to Prominence – One Satisfied Customer at a Time”

CPAC INFORMATION BULLETIN
NUMBER 83

June 2006

NSPS INFORMATION UPDATE

In last month's edition of the CPAC Information Bulletin among other things you were notified that the CPAC here at Fort Polk and CPACs throughout the Army were transitioning to NSPS. It was implemented on 30 April 2006. “How did we convert to NSPS? How does the conversion work? Did anyone lose any money during the conversion?” are but a few of the questions we've been asked. Well, here are the answers to those and other questions which may surface regarding the conversion to NSPS.

Conversion – How It Works:

When an organization is moved into NSPS, employees will be initially converted to the appropriate career group, occupational code, pay schedule, and pay band based on the occupational series, grade, and supervisory status of their permanent position of record. The conversion will occur primarily via an automated process (conversion of some supervisory positions will require a manual review to determine the appropriate pay band). Conversion to NSPS is based on the employee's permanent position of record.

Conversion Salary and the Within-Grade-Increase “Buy-In”

Full salary is preserved – employees will convert with no loss of pay. In fact, pay may increase for employees who are eligible for a one-time, prorated Within-Grade-Increase (WGI) buy-in. The prorated WGI buy-in is based on the length of time (calendar days) accumulated toward the next WGI. The WGI buy-in is added to employees' base salary and along with the local market supplement is considered the “NSPS adjusted base salary.” The adjusted base salary is used in converting employees to NSPS.

The WGI buy-in applies to General Manager (GM) as well as General Schedule (GS) employees.

To receive the one-time, prorated WGI buy-in at conversion:

- Performance must be acceptable; and
- The employee must be below step 10 of his/her current grade.

Employees can estimate their WGI buy-in using the conversion tool located in the [NSPS 101](#) course on the NSPS web page at <http://www.cpms.osd.mil/nsps>.

Special Conversion Issue

Special Salary Rates

Special salary rates are paid in lieu of GS locality rates. The NSPS compensation architecture, with its broad pay band salary ranges and local market supplements, eliminates the need to use special salary rates. Employees with special salary rates under the GS system will be converted into NSPS without a reduction in pay. The NSPS adjusted salary (base salary plus the applicable local market supplement) will equal the employee's total GS salary prior to conversion.

Grade Retention

For employees entitled to grade retention, the grade of the position of record (not the grade being retained) is used for conversion purposes. Upon conversion, if the employee's base salary exceeds the rate range for the assigned pay band, the employee will be granted pay retention for two years starting on the day of conversion to NSPS.

Pay Retention

An employee on pay retention at the time of conversion will be converted to a career group, pay schedule, and pay band based on his/her permanent position of record. However, these employees are not eligible for the WGI buy-in described above. Upon conversion, if the employee's base salary exceeds the rate range for the assigned pay band, the employee will be granted pay retention for two years starting on the day of conversion to NSPS.

Temporary Promotion

Employees on temporary promotion at the time of conversion to NSPS will be converted on the basis of their

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permanent position (not the grade and series of their temporary position). Immediately after conversion, management may temporarily reassign or promote such an employee with an increase in pay up to the rate the employee was receiving during the temporary promotion. This is an exception to other limitation on salary increase imposed when employees are temporarily reassigned or promoted.

Detail

Employees on detail at the time of conversion will be converted on the basis of their permanent position of record. It is possible an official personnel action documenting the temporary assignment will no longer be necessary because the duties are part of the pay band to which the employee is now assigned. However, immediately after conversion, management may detail the employee again if the detail crosses to another component or agency lines or is needed to temporarily assign an employee from NSPS to another pay system. If it does not, other temporary personnel actions, such as temporary promotion or temporary reassignment, may be appropriate.

Leader Positions

NSPS does not have a separate classification category (in the form of a pay band or title) for leader positions. Employees in leader positions are converted into the non-supervisory career group, pay schedule, and pay band that correspond to the occupational series and grade of their current position.

Fair Labor Standards Act

There is no change in the application of the Fair Labor Standards Act under NSPS. Employees are converted with the exemption status of their permanent position of record.

Supervisory or Managerial

Employees in supervisory or managerial positions are converted into the appropriate Supervisor/Manager pay schedule and pay band in the career group corresponding to the occupational series and grade of their current position.

Career Conditional Appointments

At the time of conversion, career conditional employees will become career employees. In NSPS, there are no career conditional appointments.

Probationary Periods

Employees serving an initial or supervisory probationary period at the time of conversion will continue the probation after conversion.

Frequently Asked Questions

Q: Will employees lose salary when converted to NSPS?

A: No. Employees will convert into NSPS based on their permanent position of record without a loss of pay. Employees' full salary is preserved.

Q: Will employees at step 10 receive a WGI buy-in?

A: Employees at step 10 are not eligible for a WGI buy-in because they have already received all 10 step increases under the GS system. The WGI buy-in is a process used during conversion to NSPS to pay employees for time spent working towards their next step increase.

Q: Do employees need to do anything to ensure their position converts to NSPS?

A: No. Their conversion to NSPS happens automatically based on their permanent position of record.

For more information on NSPS you can go to the following site:

<http://cpol.army.mil/library/general/nsps/>

FROM THE DESK OF THE CPAC DIRECTOR

ICE Kudos and Slams

Here we are again to share with you comments received from our "satisfied" customers and also our "not so satisfied" customers. As we did last time, we will start out with the good first.

"KUDOS"

"Excellent" (3)

"Helped DPTM/ATC with a very difficult recruit fill action that required multiple changes to the PD and RPA."

"Good"

"ANONYMOUS SLAMS"

We are very pleased to report that during this reporting period, there were no anonymous complaints received by the CPAC. In fact there were no complaints at all, and we couldn't be more pleased!

Remember, it is our goal to "return to prominence - one satisfied customer at a time." If at any time you are not happy with the services provided to you by any member of the CPAC family, just give me a call at 531-1840 and let's talk about it.

Until next time...

Donald Mallet



**"A Return to Prominence - One Satisfied
Customer at a Time"**

WORKFORCE PLANNING-BASE REALIGNMENT & CLOSURE (BRAC)

In our last three articles on workforce planning, we looked at recruitment strategy/sources, the selection process and reduction in force (RIF). This month we will focus on Base Realignment and Closure (BRAC).

In our informational bulletin of June 2005, we notified you that Fort Polk was not among those installations targeted for realignment or closure on the Base Realignment and Closure (BRAC) listing released on 13 May 05. We are all breathed a sign of relief with this news. However, more than 18,000 Defense Department civilians at other locations will see their jobs eliminated or contracted out as part of the Pentagon's recommendations for closing and realigning military bases.

By now you may be asking "what exactly is "BRAC?" Well, BRAC is an acronym that stands for base realignment and closure. It is the process DoD has previously used to reorganize its base structure to more efficiently and effectively support our forces, increase operational readiness and facilitate new ways of doing business. The BRAC process is governed by law; specifically the Defense Base Closure and Realignment Act of 1990.

The process begins with a threat assessment of the future national security environment, followed by the development of a force structure plan and basing requirements to meet these threats. DoD then applies published selection criteria to determine which installations to recommend for realignment and closure. The Secretary of Defense publishes a report containing the realignment and closure recommendations, forwarding supporting documentation to an independent commission appointed by the president, in consultation with congressional leadership.

The commission has the authority to change the department's recommendations, if it determines that a recommendation deviated from the force structure plan and/or selection criteria. The commission holds regional meetings to solicit public input prior to making its recommendations. History has shown that the use of an independent commission and public meetings make the process an open and fair as possible. The commission forwards its recommendations to the president for review and approval, who then forwards the recommendations to Congress. Congress has 45 legislative days to act on the commission report on an all-or-none basis. After that time, the commission's realignment and closure recommendations become law. Implementation must

start within two years, and actions must be complete within six years.

BRAC is not new! The government closed or realigned about 450 installations in 1988, 1991, 1993 and 1995. Ninety-seven of the bases closed and 55 of those realigned were major domestic bases. The current 2005 BRAC is ongoing with 806 directed BRAC actions that consist of 13 closures and much realignment. To get the latest information, visit the BRAC Documents & Information website

<http://cpol.army.mil/library/general/brac>

Next month, we will look at outplacement assistance programs as part of workforce planning.

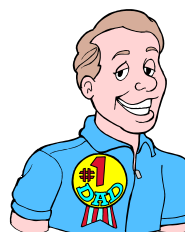
OPM SELECTS VENDORS FOR BENEFITS PROGRAM

Washington, DC- The U.S. Office of Personnel Management (OPM) has selected the companies that will offer supplemental dental and vision benefits under the new Federal Employee Dental and Vision Insurance Program which will begin December 31, 2006. Following a review of proposals, OPM has selected MetLife, GEHA, United Concordia, Aetna, GHI, Comp Benefits, and Triple-S to offer dental benefits and Vision Services Plan, BCBS Vision, and Spectera to offer vision benefits.

"This new dental and vision program provides new healthcare choices for the federal family," said OPM Director Linda M. Springer. "Those covered will be able to enroll for comprehensive dental benefits, comprehensive vision benefits or both, and employees will be able to use pre-tax payroll deductions to acquire their additional dental and vision benefits."

The Federal Employee Dental and Vision Benefits Enhancement Act of 2004 was signed into law by President Bush on December 23, 2004. The Act requires OPM to establish arrangements under which supplemental dental and vision benefits will be made available to federal employees, retirees, and their dependents, and it gives OPM broad contracting authority to leverage the purchasing power of federal enrollees.

The new supplemental dental and vision program will be offered during this year's Open Season which begins November 13.



Don't forget DAD this
Father's Day!
Sunday, June 18th

EMERGENCY CONTACT DATA INSTRUCTIONS

Due to the recent terrorist attacks and the continuing threats against all Americans, it was found necessary to implement an automated method whereby all employees who are U.S. citizens may have their emergency contact data readily available in the event of an emergency or death of an employee.

The emergency data you provide will be stored and made available to only those authorized individuals who will be directly involved in the actual process of notifying your emergency contact(s) and processing or assisting with the necessary documents in the event of injury or death of an employee.

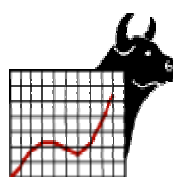
A screen consisting of the necessary data elements is available for you to complete on the Army website, <https://cpsapp2.belvoir.army.mil/emergency/default.asp>. In order to gain access to the data base and enter your emergency contact information, you will first need to register as a "new user". Your social security number is being used since it is the one account that distinguishes you as an employee without duplication. Please note that when entering your social security number, it will not be displayed on the screen. As you enter your social security number, it will be represented on the screen by asterisks (*).

The next screen will provide you with instructions to establish your password. After you have established your password, you will be able to proceed and enter your emergency contact data. Once you have successfully entered your emergency contact data, you can update and change the information as changes occur. You must enter your user id and password each time you wish to access your account to modify or update your existing data.

As a practical tip, if the primary emergency contact listed is not an immediate relative, it is important for you to inform your emergency contacts in advance about how to locate your next of kin and/or dependents.

Your cooperation is needed to enable your agency to promptly notify the emergency contact of your choosing. Failure to provide this information could result in delay in the notification to your next of kin in the event of an emergency or death. Disclosure of your social security number is voluntary; however, *failure to provide your social security number may delay the notification process*. You'll be asked to review your emergency contact data on an annual basis and help keep the information current.

TSP CORNER



What's New?

Employee Contributions — Beginning in 2006, there are no longer any percentage limits on employee contributions to the TSP. TSP contributions will be limited only by the restrictions imposed by the [Internal Revenue Code](#).

Elective Deferral Limit (I.R.C. Section 402(g)) — The elective deferral limit for 2006 is \$15,000. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

I.R.C. Section 415(c) Limit — The limit for 2006 is \$44,000.

Catch-up Contributions — The limit on catch-up contributions for 2006 is \$5,000. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$15,000 in 2006), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-up Contributions](#)."

Loan interest rate for new loans is 5.125%.

Annuity interest rate index: 5.500% for annuities purchased in June 2006, and 5.375% for annuities purchased in May 2006. [Click here](#) for historical annuity interest rates.

Your account balance is updated each business day. To access your account, you will need your Social Security number and Personal Identification Number (PIN). If you do not know your PIN, you can request a new one from the [Account Access](#) section of this site or from the [Thrift Line](#).

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in non-pay status for up to one year of non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire

period of military service. For more information, see the Fact Sheet [Effect of Non-pay Status on TSP Participation](#).

TSP RATES OF RETURN

Rates of Return were updated on June 1, 2006

May 2006	G Fund	F Fund	C Fund	S Fund	I Fund
	0.44%	(0.09%)	(2.87%)	(4.36%)	(3.87%)
Last 12 Months (06/1/2005-05/31/2006)	4.60%	(0.38%)	8.68%	17.73%	28.92%

*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

May 2006	L2040	L2030	L2020	L2010	L Income
	(2.87%)	(2.45%)	(2.06%)	(1.31%)	(0.33%)

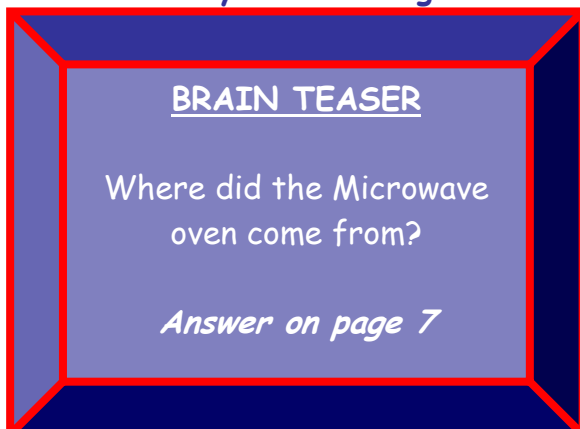
*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link:

http://www.tsp.gov/curinfo/annuity_history.html

Test your knowledge!



MANDATORY TRAINING



Mandatory Training for FY 06

will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to attend this training.... Mark your calendar and plan to attend. The location of the training classes will be at the new Library/Education Center, Bldg. 660.

The June 2006 training dates are:

06 June 2006

21 June 2006

The schedule of training is as follows:

0800-0930 - Alcohol & Drug Abuse

0930-0940 - break

0940-1010- Security

1010-1020 - break

1020-1120 - DA Ethics Training

1140-1230 - Lunch

1230-1430 - E/POSH

1445-1600 - Environmental

If you have any questions regarding the above training schedule please contact Tami Culbreath at 531-1856.

LEAVE TRANSFER PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412. We are currently accepting leave donations for the following:

***David L. Willis, BJAC – CPB 11-06**

***Hurricane Katrina victims CPB 21-05**

(For more info regarding Katrina ELTP please refer to the link below and click on CPB 21-05 dated 2 Dec 2005):

<http://www.jrtc-polk.army.mil/cpac/CPB2005.htm>

If you have any questions regarding leave transfer contact an HR Advisor at the CPAC.

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2006

HOLIDAY	DATE DESIGNATED	TRAINING/ LIBERAL LEAVE
Martin Luther King Birthday	16 Jan 2006	13 Jan 2006
Washington's Birthday	20 Feb 2006	17 Feb 2006
Memorial Day	29 May 2006	26 May 2006
Independence Day	04 Jul 2006	03 Jul 2006
Labor Day	04 Sep 2006	01 Sep 2006
Columbus Day	10 Oct 2006	*Pending
Veterans' Day	11 Nov 2006	*Pending
Thanksgiving Day	24 Nov 2006	*Pending
Christmas Day	25 Dec 2006	*Pending

Employee Wellness

BAYNE-JONES ARMY COMMUNITY HOSPITAL BJACH HEALTH AWARENESS

"ARE MALES AT RISK FOR BREAST CANCER?"



Men, did you ever think that because you are of the male persuasion that you are not at risk for breast cancer? Well guess again.

Male Breast Cancer is rare, accounting for less than one percent of all diagnosed breast cancers. The diagnosis usually occurs in older men. The average age is approximately 63 years. The characteristics and treatments given for male breast cancer are very similar to that of female breast cancer.

RISK FACTORS:

The causes for the majority of male breast cancer are not readily identifiable. Discovery of mutated genes called the BRCA1 and the BRCA2 greatly increase the risk for breast cancer. Other than these genes, research has identified the following as possible risk factors for male breast cancer:

- ◆ Jewish heritage
- ◆ African-American heritage
- ◆ History of mumps orchitis after age 20
- ◆ Klinefelter's syndrome
- ◆ Conditions of increased or excessive estrogen levels
- ◆ Conditions causing decreased testosterone levels
- ◆ Occupational jobs that cause high environmental exposure to heat (steel mills, etc.)
- ◆ Exposure to electromagnetic fields for extended periods of time

- ◆ Exposure to ionizing radiation

MORE DEFINITIVE RISK FACTORS:

- ◆ Having a first degree family history of breast cancer
- ◆ Family history on mother's or father's side
- ◆ Increased alcohol intake
- ◆ Obesity
- ◆ History of colon cancer

DIAGNOSIS:

Diagnosis of male breast cancer is like that of the female.

- ◆ Most male breast cancers present as a lump on one side that is hard and anchored in surrounding tissues when examined with the hand.
- ◆ Breast discharge on one side of a male is cause for a diagnostic work-up.
- ◆ Mammograms, ultrasounds and needle biopsy are also useful in helping to identify if the presenting symptom is a malignancy.

The challenge in male breast cancer, like female breast cancer is early detection. The earlier the stage of the disease, the better the prognosis. Practice doing breast self-exam monthly. Contact a physician if any change is found in your breasts.

In recognition of National Men's Health Awareness Week, Bayne-Jones Army Community Hospital Health Promotion Program will be providing Health Awareness information at the Main Post Exchange on 2 & 16 June 2006 from 10 AM to 1 PM.

If you are interested in education on other health topics for yourself, family, family support group or unit, you may contact our Health Promotion Program staff at 531-6880 or 531-3255.

(Information provided by EduCare Inc. and American Cancer Society)

FIREWORKS SAFETY

As we approach the Summer Season, we think of the upcoming Fireworks Celebrations. Reckless use or illegal use of fireworks can make the holidays dangerous. There are thousands of people injured or maimed each year by fireworks and almost half are under 15 years of age. If you plan to use any fireworks or visit any fireworks displays this summer, we would like to give you some helpful tips to keep you and your family safe.

Watching a Fireworks Show

- ❖ Always stay in the designated watching area.
- ❖ Never try to retrieve a souvenir shell, even one that's exploded.

- ❖ Notify a police officer or firefighter if you find a shell.
- ❖ When watching a laser show, do not view the laser beam or the shiny surface reflecting it directly or through a camera viewfinder or binoculars.

Fireworks Safety at Home

- ❖ Don't assume you know how to handle legal fireworks.
- ❖ Read and follow the directions each year for each type of firework.
- ❖ Always have an Adult present while using fireworks.
- ❖ Don't tamper or experiment with fireworks or try to use their powder for other purposes.
- ❖ Never light fireworks inside a can or bottle.
- ❖ Always light fireworks outdoors away from structures and any flammable materials or fluids.
- ❖ Light firecrackers one at a time.
- ❖ Stand back quickly, once a fuse catches fire.
- ❖ Keep a bucket of water handy for emergencies.
- ❖ Never try to relight or handle misfired or malfunctioning fireworks.
- ❖ Read the instructions to find out how to properly store unused fireworks.

Test Your Knowledge with the following True/False Questions:

1. Fireworks injuries can only occur during the Fourth of July.
2. Sparklers are safe fireworks and can be given to children.
3. Gunpowder is a major ingredient in most types of fireworks.
4. Only people who are careless or unsupervised are injured from fireworks.
5. Only people who set off fireworks risk injuries.
6. Males are more likely to get hurt from fireworks.
7. Bottle rockets are not dangerous because they're just firecrackers tied to a stick.
8. Homemade fireworks are safer than store bought fireworks.
9. Using fireworks is an inexpensive way to celebrate the Fourth of July.
10. My state bans fireworks.

Answers: 1)True, 2) False, 3) True, 4) False, 5) False, 6) True 7) False, 8) False, 9) False, 10) False

In recognition of National Summer Safety Awareness, the Health Promotion Program will be providing Health Awareness at the Post Exchange on 2 & 16 June 2006 from 10 AM to 1 PM. For more information, contact the Health Promotion Program at 531-6880.

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. Laura.mireles@us.army.mil
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//

DONALD R. MALLETT

**Director, Civilian Personnel
Advisory Center**

BRAIN TEASER ANSWER

In 1946, Dr. Percy Spencer, an engineer for the Raytheon Company, pulled the idea for the microwave oven right out of his pocket.

An invention of Raytheon Company scientists Sir John Randall and Dr. H.A. Boot, the magnetron, provided Dr. Spencer with both the most critical component of the microwave oven, and created the accident, which led to its discovery.